

# ***Correcting Journal Import Data (PELL)***

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## **Scope**

This procedure covers the necessary steps to correct data validation errors (Level 2 errors) that occur when the PELL Transaction file processes into SFA FMS. After making your corrections, you must re-import the corrected journal entries. These corrected journal entries are automatically put into a batch, which must then be posted in GL.

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

SFA CFO General Ledger SuperUser

## **Distribution**

N/A

## **Ownership**

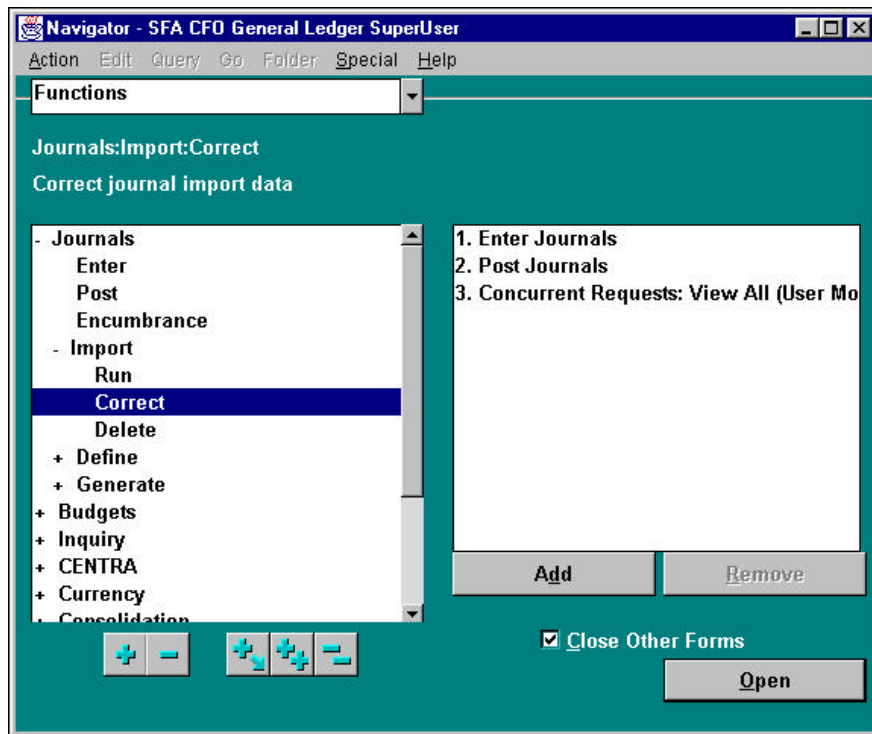
N/A

## **Activity Preface**

Prerequisite: Review the Journal Import Execution Report and note the Request ID, Group ID #, error type, and the number of records in error. Then the problem may need to be researched with PELL program personnel.

This procedure continues from: View Requests

## Correct Journal Import Data-SFA GL SuperUser



1. From the “Navigator” window, Double-Click **Journals, Import, Correct** and the “Find Journal Import Data” window appears.

The screenshot shows the 'Find Journal Import Data' window. It features several input fields for search criteria: 'Status', 'Source', 'Category', 'Actual Flag', 'Currency', 'Accounting Dates' (with 'From' and 'To' sub-fields), and 'Group IDs' (with 'From' and 'To' sub-fields). At the bottom of the window, there are 'Clear' and 'Find' buttons.

2. Place your cursor in the Source field and Click on the **List of Values** button.

**NOTE:** You can also enter the Group ID # noted from the Journal Import Execution Report.

3. Select “PELL” and Click on the **Find** button to bring up the Correct Journal Import Data Form.

4. Select “Accounts” from the drop-down menu in the middle of the form.

5. Place your cursor in the Status field and press the Down Arrow until you find the correct Group ID # noted when you viewed the output report.

6. Select the field that needs to be corrected, and fill in the correct information.

Connect Journal Import Data (SFA FMS)

Action Edit Query Go Filter Special Help

Status: CORRECTED Accounting Date: 18-OCT-2001

Source: PELL Group ID: 245220159420

Category: PELL OB Actual Flag: A Currency: USD

Accounts

Segment1	02001999	Segment11	N	Segment21	
Segment2	B	Segment12	P1	Segment22	
Segment3	99	Segment13	0000	Segment23	
Segment4	999009	Segment14	SC000000249	Segment24	
Segment5	END00000	Segment15	PE	Segment25	
Segment6	H12	Segment16		Segment26	
Segment7	4101L	Segment17		Segment27	
Segment8	001	Segment18		Segment28	
Segment9	063	Segment19		Segment29	
Segment10	CY	Segment20		Segment30	

Code Combination ID

Import Journals

- Click on the **Save** button (yellow computer disc) on the Oracle Toolbar. You will notice that the status changes to “Corrected”.
- Press the Down Arrow to make corrections to the rest of the records in the Journal Import with the same Group ID #.
- Click on the **Import Journals** Button and the Import Journals Form appears.

Import Journals (SFA FMS)

Action Edit Query Go Folder Special Help

Source Group ID

Run Options

☐ Post Errors to Suspense

☐ Create Summary Journals

Date Range

Start

End

Import Descriptive Flexfields

☐ No ☐ With Validation ☒ Without Validation

Import

10. Enter “PELL” in the source field.

11. Enter the correct Group ID # in the Group ID field.

**NOTE:** The Group ID # was noted when viewing the Journal Import Execution Report.

12. Select the “Without Validation” radio button.

13. Click on the **Import** button and proceed by clicking “Yes” on the two pop-up boxes that follow.

14. Close out all windows to return to the “Navigator” window.

**NOTE:** You can proceed to “View Requests” (see the Activity Preface Section of the Pell Job Aid Non-GAPS) to verify that the re-import process ran successfully.

**End of activity.**

**Start**

**Correct Journal  
Import Data-SFA  
GL SuperUser**

- From "Navigator" window, Double-Click Journals, Import, Correct & "Find Journal Import Data" window appears. (1)
- Place your cursor in Source field & Click on List of Values button. (2)
- Select "PELL" & Click on Find button to bring up Correct Journal Import Data Form. (3)
- Select "Accounts" from drop-down menu in middle of form. (4)
- Place your cursor in Status field & press Down Arrow until you find correct Group ID # noted when you viewed output report. (5)
- Select field that needs to be corrected, & fill in correct info. (6)
- Click on Save button (yellow computer disc) on Oracle Toolbar. You will notice that status changes to "Corrected". (7)
- Press Down Arrow to make corrections to rest of records in Journal Import with same Group ID #. (8)
- Click on Import Journals Button & Import Journals Form appears. (9)
- Enter "PELL" in source field. (10)
- Enter correct Group ID # in Group ID field. (11)
- Select "Without Validation" radio button. (12)
- Click on Import button & proceed by clicking "Yes" on two pop-up boxes that follow. (13)
- Close out all windows to return to "Navigator" window. (14)

**End**